

## Appendix G—Current-Year Edit Checks

NO.	EDIT MESSAGE	EDIT CONDITION(S)
00	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will automatically assign a system-generated LIB ID.
01	Library NAME is –2	NAME (data element #02 on the administrative entity screen or outlet screen) is –2.
02	ADDRESS or CITY is –2	ADDRESS (data element #03 on the administrative entity screen or outlet screen) or CITY (data element #04 on the administrative entity screen or outlet screen) is –2.
03	ZIP is –2 or not valid	ZIP (data element #05 on the administrative entity screen or data element #06 on the outlet screen) is –2 or is not a valid 5-digit number.
04	ZIP4 (ZIP+4) is –2 or not valid	ZIP4 (data element #06 on the administrative entity screen or data element #07 on the outlet screen) is –2 or is not a valid 4-digit number.
05	PHONE number is –2 or not valid	PHONE (data element #07 on the administrative entity screen or data element #08 on the outlet screen) is –2 or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is –2, –1, or is 0.
07	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is ‘MA’, ‘MO’, or ‘SO’ and the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS) is 0.
08	One or more service outlets is shown, but no CENTRAL outlet	One or more service outlets is shown, but there is no CENTRAL outlet. Note: An administrative entity may report 0 central or 1 central. This edit is an additional check on accurate reporting of central outlets.
09	ALA-MLS is –2	ALA-MLS librarians (data element #13 on the administrative entity screen) is –2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
10	TOTAL LIBRARIANS is -2	TOTAL LIBRARIANS (data element #14 on the administrative entity screen is -2.
11	OTHER PAID EMPLOYEES is -2	OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) is -2.
12	TOTAL PAID EMPLOYEES is 0 or -2	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is 0 or -2.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (data element #13 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #14 on the administrative entity screen).
14	LOCAL GOVERNMENT INCOME is -2	LOCAL GOVERNMENT INCOME (data element #17 on the administrative entity) screen is -2.
15	STATE GOVERNMENT INCOME is -2	STATE GOVERNMENT INCOME (data element #18 on the administrative entity screen) is -2.
16	FEDERAL GOVERNMENT INCOME is -2	FEDERAL GOVERNMENT INCOME (data element #19 on the administrative entity screen) is -2.
17	OTHER INCOME is -2	OTHER INCOME (data element #20 on the administrative entity screen) is -2.
18	TOTAL OPERATING INCOME is 0 or -2	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is -2 or is 0. If all of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #17 on the administrative entity screen), STATE GOVERNMENT (data element #18 on the administrative entity screen), FEDERAL GOVERNMENT (data element #19 on the administrative entity screen) and OTHER INCOME (data element #20 on the administrative entity screen).
20	No longer used.	No longer used.
21	SALARIES & WAGES EXP is -2	SALARIES & WAGES (data element #22 on the administrative entity screen ) is -2.
22	EMPLOYEE BENEFITS is -2	EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
23	TOTAL STAFF EXPENDITURES is 0 or -2	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is 0 or -2. If both of the parts were entered, a total would have been automatically calculated.
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES (data element #22 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #23 on the administrative entity screen).
25	COLLECTION EXPENDITURES is -2	COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) is -2.
26	OTHER OPERATING EXPENDITURES is -2	OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is -2.
27	TOTAL OPERATING EXPENDITURES is 0 or -2	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is 0 or -2. If all of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen), COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen).
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is less than 75% of TOTAL OPERATING INCOME (data element #21 on the administrative entity screen).
31	CAPITAL OUTLAY is -2	CAPITAL OUTLAY (data element #28 on the administrative entity screen) is -2.
32	BOOK/SERIAL VOLUMES is 0 or -2	BOOK/SERIAL VOLUMES (data element #29 on the administrative entity screen) is 0 or -2.
33	AUDIO materials is -2	AUDIO (data element #30 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
34	No longer used.	
35	VIDEO materials is -2	VIDEO (data element #32 on the administrative entity screen) is -2.
36	Serial SUBSCRIPTIONS is -2	SUBSCRIPTIONS (data element #33 on the administrative entity screen) is -2.
37	Annual PUBLIC SERVICE HOURS is 0 or -2	PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) is 0 or -2.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS).
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS).
40	Annual LIBRARY VISITS in library is 0 or -2	LIBRARY VISITS (data element #36 on the administrative entity screen) is 0 or -2.
41	Annual REFERENCE TRANSACTIONS is -2	REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) is -2.
42	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005.	Annual REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 3.00 or less than 0.005.
43	TOTAL CIRCULATION transactions is 0 or -2	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) is 0 or -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION of LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is greater than 20.0.
46	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is less than 0.5.
47	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 6.0.
48	Inter-library loans PROVIDED TO other libraries is -2	PROVIDED TO (data element #40 on the administrative entity screen) is -2.
49	Inter-library loans RECEIVED FROM other libraries is -2	RECEIVED FROM (data element #41 on the administrative entity screen) is -2.
50	Most data fields contain -2 or equivalent. No other edits performed.	A numeric entry of -2 is not valid. As previously stated, -1 is used to denote not collected, not available or not reported.
51	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	INTERLIBRARY RELATIONSHIP CODE is -2 or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (data element #7A on the administrative entity screen) is -2 or is not a valid code.
53	LEGAL BASIS CODE is -2 or not valid.	LEGAL BASIS CODE (data element #7B on the administrative entity screen) is -2 or is not a valid code.
54	COUNTY is -2.	COUNTY (data element #4A on the administrative entity screen or data element #05 on the outlet screen) is -2.
55	OUTLET TYPE CODE is -2 or not valid.	OUTLET TYPE CODE (data element #09 on the outlet screen) is not a valid code.
56	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The outlet file record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is -2 or is 0.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
57	Historical Edit Check.	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.
58	METROPOLITAN STATUS CODE is –2 or not valid	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is not a valid code.
59	No longer used.	
60	No longer used.	
61	ADMINISTRATIVE STRUCTURE CODE is –2 or not valid	ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is –2 or not a valid code.
62	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (data element #9 on the administrative entity screen) is not equal to the number of outlets coded as ‘CE’ OUTLET TYPE CODE (data element #9 on the outlet screen).
63	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (data element #10 on the administrative entity screen) is not equal to the number of outlets coded as ‘BR’ OUTLET TYPE CODE (data element #9 on the outlet screen).
64	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded ‘BS’	NUMBER OF BOOKMOBILES (data element #11 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as ‘BS’ OUTLET TYPE CODE (data element #9 on the outlet screen).
65	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN’S MATERIALS	TOTAL CIRCULATION (data element #39 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN’S MATERIALS (data element #42 on the administrative entity screen).
66	Annual LIBRARY VISITS is less than or equal to CHILDREN’S PROGRAM ATTENDANCE	LIBRARY VISITS (data element #36 on the administrative entity screen) is less than or equal to CHILDREN’S PROGRAM ATTENDANCE (data element #43 on the administrative entity screen).
67	Outlet is not connected to an administrative entity	No administrative entity record with this outlet’s FSCS ID can be found.
68	ADMINISTRATIVE STRUCTURE CODE is ‘SO’ and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is ‘SO’ and total number of service outlets (data elements #9, 10, 11, and 12 on the administrative entity screen) is not equal to 1.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
69	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #9, 10, 11, and 12 on the administrative entity screen) is less than or equal to 1.
70	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) equals 0.
71	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) equals 0.
72	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) must be created and the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) must be reported with this outlet.
73	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #5 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen).
74	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
75	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is at least half of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is at least half of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
76	ELECTRONIC ACCESS EXPENDITURES is at least 60% of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is at least 60% of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
77	No longer used.	
78	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No or invalid.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (data element #47 on the administrative entity screen) and INTERNET ACCESS (data element #48 on the administrative entity screen) are No or invalid.
79	No longer used.	
80	INTERNET ACCESS but INTERNET USE CODE is -2 or not valid.	INTERNET USE CODE (data element #49 on the administrative entity screen) is -2 or is not a valid code but INTERNET ACCESS (data element #48 on the administrative entity screen) is Yes.
81	INTERNET USE CODE is 'ST', 'PI', or 'PE', but no INTERNET ACCESS.	INTERNET USE CODE (data element #49 on the administrative entity screen) is 'ST', 'PI', or 'PE', but INTERNET ACCESS (data element #48 on the administrative entity screen) is No or invalid.
82	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES.	FSCS PUBLIC LIBRARY (data element #7D on the administrative entity screen) is Yes but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is less than or equal to 0.
83	FSCS PUBLIC LIBRARY is -2 or not valid.	FSCS PUBLIC LIBRARY (data element #7D on the administrative entity screen) is not a valid code.
84	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #14 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen).



NO.	EDIT MESSAGE	EDIT CONDITION(S)
		entity screen).
85	No INTERNET ACCESS but INTERNET USE CODE is M	INTERNET ACCESS (data element #48 on the administrative entity screen) is No, but INTERNET USE CODE (data element #49 on the administrative entity screen) is M. If the library does not have access to the Internet, data element #49 should be answered NA (Not Applicable).
86	GEOCODE is -2 or not valid	GEOGRAPHIC CODE (data element #7E on the administrative entity screen) is -2 or is not a valid code.
87	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES AND OTHER EXPENDITURES is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #44 should also = 0.
88	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater 0 and MATERIALS IN ELECTRONIC FORMAT is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than 0 and MATERIALS IN ELECTRONIC FORMAT (data element #46 on the administrative entity screen) is 0.
89	ELECTRONIC ACCESS EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES is 0	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #45 should also = 0.
90	CENTRALS is greater than 1	CENTRALS (data element #09 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
91	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK greater than 90% of LIBRARY VISITS per typical week.	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK (data element #52 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per typical week (data element #36 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
92	INTERNET ACCESS is No and NUMBER OF TERMINALS is not equal to 0	INTERNET ACCESS (data element #48 on the administrative entity screen) is No and Number of Internet Terminals USED BY STAFF ONLY (data element #50 on the administrative entity screen) or USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is not equal to 0.
93	INTERNET USE CODE is "ST" (staff only) and GENERAL PUBLIC TERMINALS is greater than 0	INTERNET USE CODE (data element #49 on the administrative entity screen) is "ST" (library staff only) and Number of Internet Terminals USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is greater than 0.
94	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
95	ELECTRONIC ACCESS EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).